



CITY OF ATLANTA

Kasim Reed
Mayor

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DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
asmith@atlantaga.gov

January 13, 2015

Dear Potential Bidders:

Re: FC-7880, Temporary Staffing Services

Attached is one (1) copy of **Addendum Number 1**, which is hereby made a part of the above-referenced project.

For additional information, please contact Mr. Mano A. Smith, CPPO, CPPB, Contract Administrator, at (404) 330-6351, by fax at (404)-658-7705 or by email at mosmith@atlantaga.gov.

Sincerely,


Adam L. Smith

ALS/mas

cc: Ms. Amy Phuong
Mr. Doug Voss

FC-7880, Temporary Staffing Services

January 13, 2015

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ADDENDUM NO. 1

This Addendum No. 1 forms a part of the Invitation to Bid and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

The bid due date has changed as noted below:

REVISED BID DUE DATE: Monday, January 19, 2015

Responses to Questions

Attachment I - Job Descriptions

The last day for questions was Thursday, January 8, 2015 at 3:00 p.m.

Addendum No. 1 for **FC-7880, Temporary Staffing Services** is available for pick-up in the Plan Room: City Hall, 55 Trinity Avenue, Suite 1900.

Bids are due on Monday, January 19, 2015, and should be time stamped in no later than 2 p.m. and delivered to the address listed below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S. W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

****All other pertinent information is to remain unchanged****

FC-7880, Temporary Staffing Services

January 13, 2015

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Acknowledgment of Addendum No. 1

Bidders must sign below and return this form with bid to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of **FC-7880, Temporary Staffing Services** on this the _____ day of _____, 2015.

Legal Company Name of Bidder

Signature of Authorized Representative

Printed Name

Title

Date

Responses to Questions

FC-7880, Temporary Staffing Services

Questions

1. Is it possible to extend the bid bonds date or the 2/14/2015 bid deadline? If a cash bond is submitted, how long is it held in escrow? What would be the rate of interest paid on the bid bond?

A bid guarantee is a required submission with your bid. The bid due date has been extended to Monday, January 19, 2015. The bid guarantee will be held by the City until a contract has been fully executed with the awarded bidder. The City does not pay interest on a bid guarantee.

2. Drug Test are required, what type of test are required, urine, hair or something else?

5 panel urine testing will be required.

3. Could alcohol testing be required for drivers?

Drug and alcohol testing will be required.

4. If our bid is accepted, what happens to the 5% bid bond that we send you?

See response to Question 1.

5. Can we get a copy of the contract signed last year with whatever temp service? Specifically we're interested in the rates section to see what they planned/had quoted, to give us a general idea of where our bid could/should realistically fall.

This is the first time that the City has issued this contracting opportunity.

6. We normally don't provide CDL drivers because of the high risk (insurance wise) associated with it, so can I get a better idea of what the CDL drivers would be doing? And if we're unable to provide CDL drivers, does that make us ineligible for winning this contract?

CDL drivers will operate vehicle for which their CDL endorsement allows (this includes but is not limited to rear loaders, dump trucks, and sweeper trucks). Bidders must submit a bid amount for all requested line items.

7. Section 8.1 of the solicitation states that *Each bidder is required to furnish a Bid Guarantee in the amount of five percent (5%) of its total bid amount. At what point in the process is the guarantee supposed to be tendered?*

See response to Question 1.

8. Are there seasonal peaks of usage? What time frames?

Usage remains fairly consistent during the mowing season (April through October).

9. What is this department's overall operating budget for staffing?

Budget has not been finalized.

10. What are your current pay rates for the positions identified?

Current pay rates range between \$10 and \$17 per hour.

11. Are there multiples shifts or is there just one shift?

Generally there is one shift. Shift includes weekend and holidays.

12. What are the shift hours?

Shift will generally fall within the hours of 7 am and 5:30 pm.

13. Will you be selecting one supplier or multiple suppliers?

The City reserves the right to make a single or multiple awards.

14. What is your selection criteria? Ie., are you just going with the lowest bidder or are there other variables in the selection process? If so, how will those variables be weighted?

An award will be made to the most responsive and responsible bidder.

15. Will this contract be awarded for just one season or for multiple seasons?

The contract will be for one (1) year with a one (1) year renewal option at the sole discretion of the City.

16. Is there anything I need to do in order to submit a bid for these services?

Question is vague. There are not any prequalification requirements. Bidder must submit a responsive and responsible bid.

17. Does the successful contractor need to provide all staffing descriptions listed? In particular, the seasonal tree trimmer position will be most troublesome as most work comp underwriters avoid these very risky job descriptions.

Yes.

18. Can I get a copy of the previous bid results?

See response to Question 5.

19. Georgia Utility License Number and Georgia Contractor's License Number has been asked in this requirement. My question is that is it compulsory to have "Georgia Utility License Number and Georgia Contractor's License Number" in order to submit this requirement?

A Georgia Utility License Number and Georgia Contractor's License Number are not applicable to this procurement.

20. I wanted to know if we turned in the Local Bidder Application now and are approved prior to the City making a decision on Award for Invitation to Bid FC-7880, Temporary Staffing Services, would this be acceptable?

Bidder must be certified as a local bidder by the City of Atlanta Department of Procurement at the time of bid submission.

21. If we are not Certified as a Local Bidder, can we still submit a bid response to Invitation to Bid FC-7880, Temporary Staffing Services?

Yes.

22. If we have a business location that is within the 10 Listed Counties and have serviced a City of Atlanta Contract for the past year and have been renewed for an additional year, would this suffice as being qualified as a Local Bidder?

See response to Question 20.

23. I wanted to know if there is an existing contract and if so would I have to request and Open Records for the Contractor's Name, Contract Amount and Number of Temporary Employees currently being utilized under the current Contract?

See response to Question 5.

24. Is there an incumbent vendor? If yes, please provide name of vendor and how long they have held the existing contract.

See response to Question 5.

25. What are the current vendor(s) prices for services provided. Please describe in detail including wage scales.

See response to Question 5.

26. Is an on-site management opportunity available for this contract?

The City will consider this request.

27. Provide a detailed job description for each temporary job classification? Do any temporary staff drive their own cars or city vehicles to perform services?

See Attachment No. 1.

28. Is there heavy lifting involved in the job duties performed by temporary staff?

See Attachment No. 1.

29. Will the city refer any candidates for placement on the project?

Yes.

30. What type of information do you expect on required reports?

The awarded bidder will be required to provide report information regarding temporary staffing positions that have not been filled. Provide detailed staffing reports on Net 30 reimbursement cycle to include: name of employee, start and anticipated end dates, billing rates classification, total regular hours worked, total overtime hours worked, and total amount invoiced.

31. Will the city provide any training for any positions?

Yes, the City will hold mandatory training and an orientation session for temporary staff.

32. Will the city provide uniforms and equipment to perform certain tasks (tree trimmers, lawn mowers, tools, etc)?

Yes, the City will provide a t-shirt and hat as well as the equipment needed to perform their required duties.

33. In 2015 the Affordable Care Act requires for all businesses to provide insurance? Does the city have a specific level of health premiums that you will approve for each assigned temporary for this project? If yes, please clarify levels of coverage.

The awarded bidder will responsible for adherence to the Affordable Care Act.

34. The cost of Surety/Performance Bonds and Bid Guarantees are expensive for small businesses? Can you waive the Bid Guarantee or Surety Bonds for Small Businesses? Bid Bonds/Guarantees are not usually required for temporary staffing services. In the alternative, can you waive the requirement of the bond or guarantee until after contract award and prior to contract implementation?

No.

35. Do you expect temporary staff to be paid weekly, bi-weekly, monthly?

Determination to be made by the awarded bidder.

36. How many vendors will be awarded contracts?

See response to Question 13.

37. What is the City's maximum budget for this contract opportunity?

Budget has not been finalized.

38. Will the City provide advanced payments to cover health benefits for temporary staff? Please note that our firm pays health premiums one month in advance of coverage.

No.

39. How soon will the City pay invoices for services? Can the City provide prompt payment to Small businesses within ten (10) days from receipt of invoices.

The City's standard payment term is Net 30. Net 30 payment terms will be applied to this contract.

40. What is the length of the contract?

See response to Question 15.

41. What is the workers compensation code for each job classification?

The workers compensation code is 9102.

42. Will you indemnify the vendor against lawsuits associated with services provided by temporary staff working outside on public property?

The City will not indemnify.

43. Will you pay for the cost to defend the City in any litigation associated with vendor administration of this contract?

The City will not pay for vendor litigation costs.

44. Who will supervise and manage temporary staff?

The park district supervisors will be responsible for management of the temporary staff.

45. Can the City approve a bi-weekly invoice process?

Invoice submission will be at the awarded bidder's discretion.

46. Can the City approve electronic billing and payment procedures to support Green Initiatives?

The awarded bidder may submit invoices electronically. The City currently has an electronic payment procedure that can be utilized.

47. On Form 5 who are the individuals needing to sign in the left part of the document under Corporate Respondent? Particularly on the line where it says "By".

An authorized representative of the company.

Attachment I

JOB DESCRIPTIONS

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Requisition Template: Tree Trimmer

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Requisition Template Information

JobCode: IN1901

External Market Title: Tree Trimmer

Divisions:

EEO Job Category: (3) Technicians

Owners, Approvers:

Requisition Approvers:

Offer Approvers:

Description

Description: The purpose of this job is to provide expertise in pruning trees and shrubs, and removing dead limbs or trees on Parks and Recreation regulated areas.

EXAMPLES OF RESPONSIBILITIES & DUTIES:

- Operates and maintains various equipment and tools which are used for daily tree work projects.
- Evaluates work site to determine the safest method for completing the assignment, follows all safety precautions necessary in operating equipment and climbing trees, and takes into consideration such hazards as electrical wires, or houses, cars, and people which could be harmed.
- Some knowledge of climbing for a tree rescue in case of life threatening situations.
- Uses aerial lift to trim trees, cleans debris from work site by removing or chipping cut limbs, and loads debris onto city vehicle for removal.
- Remains on 24 hour call at all times in case of emergency situations.

- Receives, and verifies vehicle maintenance log designed to monitor fuel and oil consumption, etc., and forwards to supervisor.
- Prepares time sheet for payroll and delivers to supervisor.

MINIMUM QUALIFICATIONS:

High school diploma or GED required, with six months tree trimming experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Experience must include climbing trees. Must possess a valid Georgia Commercial Driver's License (CDL).

KNOWLEDGE OF JOB:

Has extensive knowledge of the principles, practices and procedures of the City and the various department operations and functions. Has extensive knowledge of management, human resource management, and financial practices, policies, and procedures as necessary in the completion of daily responsibilities. s able to follow policies, procedures, plans and activities. Knows how to follow operations and staff plans and objectives for the expedience and effectiveness of specific duties of the City. Is able to follow long-term goals for the department in order to promote effectiveness and efficiency. Has some knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Knows how to keep abreast of any changes in policy, methods, operations, and equipment needs, etc. as they pertain to departmental and sanitation operations and activities. s able to effectively communicate and interact with management, employees, members of the general public and all other groups involved in the activities of the City as they relate to the department. s able to assemble information. Has good technical skills. Has the ability to follow regulations, procedures, and related information. s able to read and understand reports and related materials.

ADA REQUIREMENTS:

- Must be physically able to operate a variety of job related machines and office equipment. Must be able to move or carry related objects or materials. Physical demand requirements are at levels of those for active work.
- Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
- Requires the ability to communicate with people to convey or exchange professional information.
- May require the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May be required to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English. Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in

absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

- May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.
- Requires the ability to inspect items for proper length, width, and shape.
- Requires the ability to utilize job-related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.
- Requires the ability to differentiate colors and shades of color.
- Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Active Hire Controls:

- ☒ Set Candidate Hired Date to Today's Date
- ☒ Decrement Number of openings by 1
- ☒ E-Mail Non-Hired Candidates on 0 openings
- ☒ Change Status of Non-Hired Candidates on 0 openings
- ☒ Change Status of Posting on 0 openings

Tracking:

Last Updated: 11/20/14 3:20 PM

ID: 1369

Added to System: 11/20/14 3:20 PM

[Create Requisition](#) [Printable View](#)

Accounts [Attach Account](#) [New Account](#)

No accounts have been associated with this requisition.

Contacts [Attach Contact](#) [New Contact](#)

No contacts created

Questions & Ranking [Attach Question](#) | [Edit Ranking Template](#) | [View Ranking Criteria](#)

No questions added

History Log [Printable View](#)

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Requisition Template: StoreKeeper

Requisition Template Information

JobCode: AD0910
 External Market Title: StoreKeeper
 Divisions:
 EEO Job Category: (5) Administrative Support Workers

Owners, Approvers:

Requisition Approvers:

Offer Approvers:

Description

Description:

General Description and Classification Standards

Receives, stores and issues supplies and equipment for an assigned department. Duties include, but are not limited to: stocking supplies; preparing and receiving reports; issuing supplies; answering the telephone; operating equipment; and updating inventory via computer system (MAXIMO).

Supervision Received

Work methods and assignment results are typically reviewed by a more experienced professional or a manager prior to final action.

Essential Duties & Responsibilities

Stocks supplies and equipment in assigned storerooms. Prepares receiving reports in a timely manner.

Maintains neat and orderly storerooms to promote efficient stock movement and storage.

Prepares items for shipping as required. Issues tools and supplies to authorized personnel as necessary.

Researches invoice cost received from finance department or vendor and prepares cost of inventory items.

Directs distribution of goods to appropriate destination by checking acquisitions and routing goods to same.

Conducts inventories and orders stock requisitions by physically accounting for equipment and supplies on hand.

Keeps records of purchase items; researches invoice costs. Approves purchase of stock and supplies, such as tools, parts and machinery.

Decision Making

Uses independent judgment in non-routine situations. Follows standardized procedures and written instructions to accomplish assigned tasks.

Leadership Provided

None. May oversee temporary or contract workers as needed

Knowledge, Skills & Abilities

Knowledge of inventory, store keeping operations and purchasing practices, policies and procedures, inventory control processes, and the operation, adjustment and maintenance of the equipment operated.

Skill in effectively communicating and interacting with management and employees.

Ability to shelve, store and distribute materials, and operate and enter information into a computerized inventory

system. Ability to operate forklift and pallet jack.

Minimum Qualifications — Education and Experience

High school diploma or General Equivalency Diploma (GED)
6 months of clerical, stocking, storekeeping operations or related experience required; or any equivalent
These are typical responsibilities for this position and should not be construed as exclusive or all inclusive. May perform other duties as assigned.
combination of training and experience which provides the requisite knowledge, skills and abilities for this job.
Preferred Education & Experience
High school diploma or General Equivalency Diploma (GED) and 1-3 years' of storekeeping operations experience preferred

Licensures and Certifications
Position would be expected to have licensure or professional certifications appropriate to the position.
Required:
Valid Georgia driver's license

Active Hire Controls:

- ☒ Set Candidate Hired Date to Today's Date
- ☒ Decrement Number of openings by 1
- ☒ E-Mail Non-Hired Candidates on 0 openings
- ☒ Change Status of Non-Hired Candidates on 0 openings
- ☒ Change Status of Posting on 0 openings

Tracking:

Last Updated: 2/24/14 4:59 PM
Added to System: 11/26/13 10:05 AM

ID: 10

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Requisition Template: Electrician, Senior

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Requisition Template Information

JobCode: IN1712

External Market Title: Electrician, Senior

Divisions:

EEO Job Category: (3) Technicians

Owners, Approvers:

Requisition Approvers:

Offer Approvers:

Description

Description:

General Description and Classification Standards

Performs highly skilled maintenance, installation, repair and trouble shooting work involved with electrical systems. Performs electrical work in a number of areas including runways, taxiways, and security gates. Applies technical aspects of electrical principles. This is an experienced, skilled or technical level capable of carrying out most assignments typical of the position or specialty with limited guidance or review. This level would be considered a promotional level and attainable by any incumbents in a work group who demonstrate the necessary knowledge, ability, and performance. Could be the only position in this specialty in a work group or could be part of a general or specialized work team.

Supervision Received

Works under very general supervision. May work independently or with other skilled or semi-skilled workers with responsibility for completion of assigned tasks.

Essential Duties & Responsibilities *These are typical responsibilities for this position and should not be construed as exclusive or all inclusive. May perform other duties as assigned.*

Maintains streetlights and traffic signals; trouble shoots to identify problems and repairs as needed.

Installs, services and repairs lighting fixtures, electrical panels, outlets and wiring. Operates power hand tools and other specialized electrical equipment.

Installs, repairs and services specialized electrical equipment and machinery. Constructs and maintains service equipment. Reads electrical circuit diagrams.

Requisitions material and supplies from stockroom; calls vendors to discuss needs for parts and supplies, and recommends purchases and suppliers.

Transfers primary power from one power source to another. Sets poles, strings overhead lines and does overhead line maintenance.

Occasionally supervises other regular employees; duties include assigning and reviewing work.

Decision Making

Selects from multiple procedures and methods to accomplish tasks. May make purchasing or resource allocation decisions within organization guidelines.

Leadership Provided

Routinely provides work group leadership, guidance, and/or training to less experienced staff.

Knowledge, Skills & Abilities *This is a partial listing of necessary knowledge, skills, and abilities required to perform the job successfully. It is not an exhaustive list.*

Knowledge of electrical theory and methods, materials, tools, equipment and systems used in the electrical trade; thorough knowledge of applicable state and federal codes and regulations pertaining to the electrical trade; knowledge of computer logic and programming; knowledge of methods and practices followed in the maintenance of tools, machinery, and equipment; knowledge of safety precautions to be observed in the maintenance and installation of electronic and mechanical equipment.

Skill in operating basic hand, hydraulic, and pneumatic tools; skill in communicating effectively verbally and in writing.

Ability to operate and use required tools and equipment skillfully and safely; ability to assemble, install, maintain, and repair electrical apparatuses; ability to make rough sketches; ability to estimate cost, time and materials of electrical work; ability to analyze and respond safely and appropriately to emergency situations; ability to perform preventive maintenance on switch gears and transformers; ability to read and comprehend plans and blueprints as appropriate to the electrical trade; ability to perform heavy physical labor; ability to train and direct the work of other classified staff in the area; ability to follow and give oral and written instructions; ability to maintain cooperative working relationships.

Minimum Qualifications – Education and Experience

Completion of Technical or Vocational course of study Electricity and/or Welding or similar area.

5 years' of related electrical experience in a commercial, industrial, or facilities operations setting.

Preferred Education & Experience

Completion of Technical or Vocational course of study Electricity and/or Welding or similar area and 8 years' of related electrical experience in a commercial, industrial, or facilities operations setting.

Licensures and Certifications

State of Georgia Electrician Certificate required. Valid State of Georgia Driver's License required.

Essential Capabilities and Work Environment

Required physical, lifting, and sensory capabilities are requirements to perform the job successfully. Typical environmental conditions associated with job.

Active Hire Controls:

- ☒ Set Candidate Hired Date to Today's Date
- ☒ Decrement Number of openings by 1
- ☒ E-Mail Non-Hired Candidates on 0 openings
- ☒ Change Status of Non-Hired Candidates on 0 openings
- ☒ Change Status of Posting on 0 openings

Tracking:



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Requisition Template: Office Support

Assistant, Senior[Back To List](#)[Create Requisition](#)[Printable View](#)

Requisition Template Information

Job Code: AD0726

External Market Title: Office Support Assistant, Senior

Divisions:

EEO Job Category: (5) Administrative Support Workers

Owners, Approvers:

Requisition Approvers:

Offer Approvers:

Description

Description:

General Description and Classification Standards

Performs general administrative and clerical duties in support of the department director or coordinator within an assigned department. Duties include, but are not limited to: preparing, reviewing, disseminating and/or filing routine correspondence, documents and reports; assisting the public, public officials, departmental and other City personnel with various requests; answering the telephone; and greeting visitors.

Supervision Received

Works under minimal supervision; can set own work sequence and pace within process/department limitations.

Essential Duties & Responsibilities *These are typical responsibilities for this position and should not be construed as exclusive, or all inclusive. May perform other duties as assigned.*

Performs receptionist, general administrative and clerical duties; Opens, sort and distributes incoming mail; prepares and deposits outgoing mail.

Staffs the office at all times unless otherwise directed; substitutes for co-workers in temporary absence of same. Maintains office supplies, inventory, and orders items for restocking.

Handles routine requests for information, records and other resources directly, relieving supervisor of administrative details; provides clerical support for the division.

Receives, reviews, routes and/or processes various forms, requests and reports, files, records and documents from the public and/or other departments.

Researches and locates records using computer system or manually; resolves problems in searching and recovering lost, missing and/or any other particular report or file.

Attends meetings, seminars and training sessions as required to remain knowledgeable of departmental operations, to promote improved job performance and to stay current with changing state/municipal policies, codes and laws.

Decision Making

Uses independent judgment in routine situations.

Leadership Provided

Provides guidance and training as required to lower level, interns, temporary employees, etc.

Knowledge, Skills & Abilities *This is a partial listing of necessary knowledge, skills, and abilities required to perform the job successfully. It is not an exhaustive list.*

Knowledge of administrative procedures and methods as required in the performance of duties.

Skill in communicating with supervisors, staff members and the general public.

Ability to compile, organize, prepare and maintain an assortment of records and reports.

Minimum Qualifications – Education and Experience

High school diploma or General Equivalency Diploma (GED).

1 year of clerical experience required; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Applicants must pass a written, clerical test.

Preferred Education & Experience

Associates degree in business administration or related area and 2-3 years' of experience in progressively responsible clerical role preferred.

Licensures and Certifications

None required.

Essential Capabilities and Work Environment

Required physical, lifting, and sensory capabilities are requirements to perform the job successfully. Typical environmental conditions associated with job.

Active Hire Controls:

- ☒ Set Candidate Hired Date to Today's Date
- ☒ Decrement Number of openings by 1
- ☒ E-Mail Non-Hired Candidates on 0 openings
- ☒ Change Status of Non-Hired Candidates on 0 openings
- ☒ Change Status of Posting on 0 openings

Tracking:

Last Updated: 3/6/14 11:26
AM

ID: 321

Added to System: 2/3/14 11:13
AM

Create Requisition Printable View

Accounts [Attach Account](#) | [New Account](#)

No accounts have been associated with this requisition.

Contacts [Attach Contact](#) | [New Contact](#)

No contacts created



Help : Logout

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Requisition Template: Construction / Maintenance Worker Seasonal

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Requisition Template Information

JobCode: PT0140

External Market Title: Construction / Maintenance Worker Seasonal

Divisions:

EEO Job Category: (6) Craft Workers

Owners, Approvers:

Requisition Approvers:

Offer Approvers:

Description

Description: **General Description and Classification Standards**
Performs general grounds keeping and assists in construction or maintenance projects for assigned department.

Supervision Received
Works under direct supervision and follows standardized procedures and written instructions to accomplish assigned tasks.

Essential Duties & Responsibilities
Performs general grounds keeping and assists more seasoned employees in construction or maintenance projects.
Assists in minor repairs of interior/exterior maintenance such as carpentry, painting and masonry to maintain facilities.
Maintains equipment and supplies.
May utilize carpentry, masonry, painting tools and hand tools.

Decision Making
Follows standardized procedures and written instructions to accomplish assigned tasks.

Leadership Provided
None

Knowledge, Skills & Abilities
Basic knowledge of the proper use of hand tools e.g. hammer, saw, screwdrivers.

Basic knowledge of the safe operation of grounds keeping equipment e.g. Lawnmowers, weed trimmers, edger, blower.

Ability to read and write.

Ability to follow all safety rules and regulations related to equipment and tools in use.

Minimum Qualifications – Education and Experience

High school diploma or General Equivalency Diploma (GED)

Some experience related to the duties of the position.

Preferred Education & Experience

High school diploma or General Equivalency Diploma (GED) and 1 year of experience in construction or maintenance.

Active Hire Controls:

- ☒ Set Candidate Hired Date to Today's Date.
- ☒ Decrement Number of openings by 1
- ☒ E-Mail Non-Hired Candidates on 0 openings
- ☒ Change Status of Non-Hired Candidates on 0 openings
- ☒ Change Status of Posting on 0 openings

Tracking:

Last Updated: 2/26/14 5:28 PM

ID: 5

Added to System: 11/25/13 1:27 PM

[Create Requisition](#) | [Printable View](#)

Accounts | [Attach Account](#) | [New Account](#)

No accounts have been associated with this requisition.

Contacts | [Attach Contact](#) | [New Contact](#)

No contacts created

Questions & Ranking | [Attach Question](#) | [Edit Ranking Template](#) | [View Ranking Criteria](#)

No questions added

History Log | [Printable View](#)



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Requisition Template: Equipment Operator

Seasonal[Back To List](#)[Create Requisition](#)[Printable View](#)

Requisition Template Information

JobCode:

External Market Title: **Equipment Operator Seasonal**

Divisions:

EEO Job Category: **Para-professionals**

Owners, Approvers:

Requisition Approvers:

Offer Approvers:

Description

Description:

General Description and Classification Standards

Operates basic grounds keeping equipment to maintain attractive, safe and groomed appearance.

Supervision Received

Works under direct supervision and follows standardized procedures and written instructions to accomplish assigned tasks.

Essential Duties & Responsibilities *These are typical responsibilities for this position and should not be construed as exclusive or all inclusive. May perform other duties as assigned.*

Operates basic grounds keeping equipment to maintain attractive, safe and groomed appearance.

Utilizes basic equipment such as lawnmowers, blowers, weed trimmers, edger's.

May operate small tractor.

May assist in other maintenance/construction projects as needed.

Decision Making

Follows standardized procedures and written instructions to accomplish assigned tasks.

Leadership Provided

None

Knowledge, Skills & Abilities *This is a partial listing of necessary knowledge, skills, and abilities required to perform the job successfully. It is not an exhaustive list.*

Basic knowledge of how to operate equipment such as lawnmower, weed trimmer, edger, blower.

Basic reading and writing skills.

Ability to follow all safety rules and regulations related to equipment and tools in use.

Minimum Qualifications – Education and Experience

High school diploma or General Equivalency Diploma (GED).

Some experience using basic yard maintenance equipment.

Preferred Education & Experience

High school diploma or General Equivalency Diploma (GED) and 1 year experience using basic yard maintenance equipment.

Licensures and Certifications

None

Essential Capabilities and Work Environment

Required physical, lifting, and sensory capabilities are requirements to perform the job successfully...Typical environmental conditions associated with job.

Active Hire Controls:

☒ Set Candidate Hired Date to Today's Date

- ☒ Decrement Number of openings by 1
- ☒ E-Mail Non-Hired Candidates on 0 openings
- ☒ Change Status of Non-Hired Candidates on 0 openings
- ☒ Change Status of Posting on 0 openings

Tracking:

Last Updated: 2/28/14 9:37
AM

ID: 316

Added to System: 2/3/14 11:05
AM

[Create Requisition](#) [Printable View](#)

Accounts [Attach Account](#) | [New Account](#)

No accounts have been associated with this requisition.

Contacts [Attach Contact](#) | [New Contact](#)

No contacts created

Questions & Ranking [Attach Question](#) | [Edit Ranking Template](#) | [View Ranking Criteria](#)

No questions added

History Log [Printable View](#)

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Requisition Template: Facilities Maintenance

Mechanic

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Requisition Template Information

JobCode: IN1508

External Market Title: Facilities Maintenance Mechanic

Divisions:

EEO Job Category: (3) Technicians

Owners, Approvers:

Requisition Approvers:

Offer Approvers:

Description

Description:

General Description and Classification Standards

Inspects and maintains airport equipment, property, and grounds. Duties may include, but are not limited to: performing inspections, maintenance and repairs within secured and unsecured areas of airport to airport assets which include fences, guard rails, security gates, walkways, runways, roadways, roofs, and mechanical and electrical equipment. This is an experienced, skilled or technical level capable of carrying out most assignments typical of the position or specialty with limited guidance or review.

Supervision Received

Works under direct supervision and follows standard procedures and written instructions to accomplish assigned tasks.

Essential Duties & Responsibilities

These are typical responsibilities for this position and should not be construed as exclusive or all inclusive. May perform other duties as assigned.

Processes work orders; ensures that work orders entered into system and are complete to include the type of service, date, time, description and location, and assign to Supervisor within 2-5 minutes of receiving request.

Inspects and maintains secured airport property; provides weekly inspection, maintenance and repair to secured fence line, protective guard rail, security sliding and swinging gates; repairs may include the fabrication of aluminum and steel, backfill to prevent or repair fence line from washouts or security breaches; assembles steel barricades and bollards for fire hydrant protection.

Maintains airport grounds; sweeps terminal walkways; drives sweeper trucks along roadways; cleans runway drain ditches, catch basins and drains, and fills holes in fields and grounds, using hand tools; cuts grass and removes debris, plants, waters, fertilizes, and prunes plant material to beautify grounds; drives dump truck to haul dirt and trash and to move equipment as required; removes snow and ice from taxiways, runways, roadways and other airport grounds.

Performs property maintenance and repair; repairs or replaces windows and glass; makes minor roof repairs; repairs doors and related hardware; repairs or replaces lights, fixtures, transformers, and electrical generators.

Manages inventory, records and reports; records, orders, picks up and restock all materials, etc.; maintains vehicle maintenance reports, employee attendance records, fuel usage records, etc.

Troubleshoots and repairs machinery and mechanical equipment; troubleshoots and repairs mechanical devices, such as engines, motors, heating and air condition systems, plumbing systems, and conveyor systems using cranes, hand tools, and power tools.

Engineers dog kennels for airport K-9 units; designs and constructs kennel which includes pouring concrete and complete assembly of the kennel.

Decision Making

Follows standardized procedures and written instructions to accomplish assigned tasks. Selects from multiple procedures and methods to accomplish tasks. Makes purchasing or resource allocation decisions within organization guidelines.

Leadership Provided

None. May oversee temporary or contract workers as needed.

Knowledge, Skills & Abilities *This is a partial listing of necessary knowledge, skills, and abilities required to perform the job successfully. It is not an exhaustive list.*

Knowledge of: airfield terminology; of departmental operations, policies and procedures.

Skill in: operation of heavy machinery, equipment, trucks, dump trucks, etc.; in welding and fabrication of steel and aluminum.

Ability to: to efficiently complete assigned tasks within allocated work time.

Minimum Qualifications – Education and Experience

High school diploma or General Equivalency Diploma (GED).

2-3 years' related work experience.

Preferred Education & Experience

High school diploma or General Equivalency Diploma (GED) and 3 years' related work experience.

Licensures and Certifications

Commercial Driving License (CDL A and B), Aircraft Movement Area License (AMA), CCTV Certification, Pesticide License, Welding License and Master Gardener Certification as appropriate are desirable.

Essential Capabilities and Work Environment

Required physical, lifting, and sensory capabilities are requirements to perform the job successfully. Typical environmental conditions associated with job.

Active Hire Controls:

- ☒ Set Candidate Hired Date to Today's Date
- ☒ Decrement Number of openings by 1
- ☒ E-Mail Non-Hired Candidates on 0 openings
- ☒ Change Status of Non-Hired Candidates on 0 openings
- ☒ Change Status of Posting on 0 openings

Tracking:

Last Updated: 2/14/14 3:12 PM

ID: 211

Added to System: 1/22/14 9:33 AM

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Requisition Template: Parks Supervisor (D)

[Back To List](#)[Create Requisition](#)[Printable View](#)

Requisition Template Information

JobCode: SP2135

External Market Title: Parks Supervisor (D)

Divisions: DEPT OF PARKS, RECREATION & CULTURAL AFF

EEO Job Category: (3) Technicians

Owners, Approvers:

Requisition Approvers:

Offer Approvers:

Description

Description: THE POSITION

Supervises general grounds maintenance activities to maintain the appearance and beauty of City parks and property, and recreation grounds.

EXAMPLES OF ESSENTIAL DUTIES

Supervise, direct and evaluate staff to remove litter, mow parks, trim walkways and curbs, re-seed lawns, install sod, and prune shrubs and trees.

Support departmental budget guidelines and modifies activities when appropriate.

Coordinate special events with City agencies, departments and vendors.

Calculate square footage as needed for projects in the parks.

Work with the community on park projects.

Maintain high standards of accuracy in exercising duties and

responsibilities.

Adhere to City maintenance standards.

Follow all safety precautions necessary in operating equipment in a safe and efficient manner.

Prepare internal memoranda, accident reports, and daily work books.

Performs other duties related to this position as required.

TYPICAL QUALIFICATIONS

High School diploma or GED and three (3) years of experience in park operations, grounds or building maintenance, including two (2) years of experience as lead worker or supervisor. Equivalent combinations of training and experience will be determined under prescribed guidelines. However, training and experience will not be substituted for the required High School diploma or GED.

SUPPLEMENTAL INFORMATION A valid Georgia's driver's license is required at the time of appointment. Driver's license must remain valid during the tenure of this position.

**The City of Atlanta is an Equal
Opportunity Employer**

Active Hire Controls:

- ☒ Set Candidate Hired Date to Today's Date
- ☒ Decrement Number of openings by 1
- ☒ E-Mail Non-Hired Candidates on 0 openings
- ☒ Change Status of Non-Hired Candidates on 0 openings
- ☒ Change Status of Posting on 0 openings

Tracking:

Last Updated: 8/4/14 12:14
PM

ID: 1127

Added to System: 8/4/14 12:11
PM

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Accounts [Attach Account](#) [New Account](#)



CITY OF ATLANTA
Department of Human Resources
68 Mitchell St., SW, Suite 2120
Atlanta, GA 30303
404.330.6456

https://www.governmentjobs.com/js_login.cfm

**INVITES APPLICATIONS FOR THE POSITION OF:
Parks Worker Senior**

An Equal Opportunity Employer

SALARY

\$28,500.00 /Year

OPENING DATE: 03/25/14

CLOSING DATE: 04/04/14

THE POSITION

Performs general maintenance activities to maintain the appearance and beauty of City parks and recreation grounds.

EXAMPLES OF ESSENTIAL DUTIES

Performs general maintenance tasks for recreation buildings to include the cleaning of buildings, painting, and waxing and stripping floors.

Performs general maintenance to recreation grounds, including the removal of fallen tree limbs and debris; mowing the grass; sweeping the sidewalks, streets and curbsides; etc.

Weeds, prunes and maintains flower beds, and shrubs.

Applies fertilizer and other chemicals necessary for growth. (If licensed).

Paints and repairs playground equipment, and installs and repairs park furniture to include benches, picnic tables, and bleachers.

Collects refuse and trash from Parks and Recreation routes.

Operates a dump truck, tractor and weed eater.

Follows all safety precautions necessary in operating equipment in a safe and efficient manner.

Maintains Department City vehicles by monitoring fluid levels, checking for body damage, and cleaning and washing vehicles twice weekly.

TYPICAL QUALIFICATIONS

High school diploma or GED required; one year ground maintenance experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess a valid Georgia Class B Commercial driver's license at the time of appointment.

Licenses must remain valid during tenure in this position.

Pesticide license may be required.

SUPPLEMENTAL INFORMATION

The City of Atlanta is an Equal Opportunity Employer.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
https://www.governmentjobs.com/js_login.cfm
OR
68 Mitchell St., SW, Suite 2120
Atlanta, GA 30303

EXAM #04901
PARKS WORKER SENIOR
KF

Parks Worker Senior Supplemental Questionnaire

* 1. What best describes your level of education?

- ☐ High School Diploma/GED
- ☐ Associates Degree
- ☐ Bachelors Degree
- ☐ Masters Degree
- ☐ PHD

* 2. Do you have at least one year ground maintenance experience?

- ☐ Yes
- ☐ No

* 3. Please detail your grounds maintenance experience.

* 4. Do you possess a valid Georgia Class B Commercial driver's license?

- ☐ Yes
- ☐ No

* 5. Do you have a Pesticide license?

- ☐ Yes
- ☐ No

* Required Question



CITY OF ATLANTA
Department of Human Resources
68 Mitchell St., SW, Suite 2120
Atlanta, GA 30303
404.330.6456

https://www.governmentjobs.com/js_login.cfm

**INVITES APPLICATIONS FOR THE POSITION OF:
Parks Worker, Principal (Equipment Operator)**

An Equal Opportunity Employer

SALARY

\$30,291.00 - \$44,225.00 Annually

OPENING DATE: 07/03/06

CLOSING DATE: 10/05/07

THE POSITION

The purpose of this job is to operate various pieces of heavy motorized equipment in the daily support and maintenance of Parks and Recreation regulated areas.

EXAMPLES OF ESSENTIAL DUTIES

Duties include, but are not limited to:

Operating heavy equipment, performing inspections, loading and grading dirt, scheduling truck clean-up, supervising crew during absence of immediate supervisor, performing daily inspection of heavy equipment to ensure equipment is operating safely and processing associated paperwork. Operates the following equipment: tandem dump truck, tractor trailer, mortar grader, track loader, knuckle boom and backhoe.

TYPICAL QUALIFICATIONS

Must have a High School diploma or GED and two years of experience as a Senior Parks Worker or related experience operating the heavy equipment listed.

Must possess a valid Class A Commerical Driver's License. License must remain valid during tenure in this position.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

https://www.governmentjobs.com/js_login.cfm

OR

68 Mitchell St., SW, Suite 2120
Atlanta, GA 30303

EXAM #00028
PARKS WORKER, PRINCIPAL (EQUIPMENT OPERATOR)
VB

Parks Worker, Principal (Equipment Operator) Supplemental Questionnaire

* 1. Do you possess a high school diploma or GED?

- ☐ Yes
☐ No

* 2. Do you possess a CDL driver's license, class A?

- ☐ Yes ☐ No

* 3. How much experience do you have operating heavy equipment?

- ☐ No experience
☐ LT 2 years
☐ 2 years experience
☐ 3 years experience
☐ 4 years experience

4. Do you have experience operating a rubber-tire backhoe?

- ☐ Yes ☐ No

* 5. Do you have experience operating a Tandem Dump Truck?

- ☐ Yes ☐ No

* Required Question